

JOINT USE AGREEMENT

This Joint Use Agreement is hereby made and entered into by and between the City of Murrieta (City) and the Murrieta Valley Unified School District (School District) as follows:

1. A definition of the roles and responsibilities of each party with respect to funding, staff, supervision, operation, management, and others as applicable.

The Murrieta Public Library staff and volunteer research assistants will provide instruction and supervision during scheduled periods of the school day for K through 12 students, and during after school hours in specific library skills, research strategies and computer applications. The staff provided by the School District will assist their students during class visits to the Murrieta Public Library. Library staff, with the assistance of School District staff, will provide students with online reference instruction to complement and enhance the instruction at the schools, thus developing more proficient library users. This is a much-needed service for K-8 grade students. Class visits will be made available for both home-schooled and public school patrons and provide access to online resources. Twenty (20) computer stations will be used to support computer literacy activities to encourage use by families.

The School District has in place a strong Technology Plan, and components of this plan will be implemented during student visits to the Public Library. The District Technology Plan also specifies implementation of The Big6™ Research Skills, an approach to literacy skills, and this strategy will be provided to assist students using the Public Library, either individually or with their classes.

The School District will work in partnership and commits to participation in the program. It is anticipated that 50 classes can be scheduled for library reference lessons during the first year. A total of 200 classes could be scheduled by year 5. Projected increase in attendance is shown below:

YEAR NO.	ANTICIPATED CLASS VISITS	MAXIMUM CLASSES
1	50	120
2	100	240
3	120	250
4	150	300
5	200	325

Murrieta Elementary School, the school closest to the proposed Murrieta Public Library facility, will be one of the two schools targeted for this program during the first year of implementation. As the Needs Assessment indicates, this school has the lowest socioeconomic student population, and the highest percentage of English Language Learners in the School District, and the lowest percentage (55%) of students with computers at home. Materials to meet the needs of these students will be a priority, and both print and nonprint materials will be purchased through collaboration between the teachers, administration, district librarian, and Public Library director, so that there is coordination between the school library and the Public Library.

The other targeted school, Creekside Alternative High School, where the student population includes a high number of English Language Learners. Programs to meet the specific needs of

JOINT USE AGREEMENT

these students, including career searching programs, online training, and distance learning resources will be provided. Assistance for students for instruction to meet English Language Arts and Social Science Standards, done in collaboration with the classroom teachers, will be implemented. Collaborative programs are planned to offer enrichment programs for these students, and one area being considered is a graphic arts using the computer lab.

The School District has been responsible for building and opening a new elementary school almost every year. In 2003, a new high school and elementary school is planned to open. The School District is projecting to open a new elementary school each year for the next five years, and adding a third high school and fourth middle school based on the present 13% annual increase in the student population. The Public Library and School District will work in collaboration to develop a Transitional Library Service Program (TLSP) based at the Murrieta Public Library. The school libraries will provide basic services on a limited basis while they develop collections, hire and train staff, and establish services. The TLSP will provide material selection for basic curriculum and state standards in Language Arts. A targeted collection will be made available to meet the needs of each new student population as the new libraries grow. Selection of materials will be coordinated between the Library and School District.

During Year Two, additional schools will be targeted for participation in online reference and library research units. This will continue annually until all schools in the District are participating in the program.

In addition, participating School District teachers will provide appropriate homework assignments to students to reinforce the information received during the Library instruction. The School District will provide copies of required textbooks to support homework done at the Murrieta Public Library.

The City of Murrieta will provide a Computer Resource Center through library funding. Development of this program is a direct result of information gathered during the development of the Needs Assessment document. Maintenance and operation will be the financial responsibility of the City.

A committee comprised of Library and School District staff will be formed to monitor ongoing implementation of this agreement, assist in the implementation process and to coordinate the online research, assistance, and instruction program conducted at the library.

2. A description of joint library services and how they will be provided.

A February 2003 survey of teachers in the School District, detailed in the Needs Assessment, determined that priorities for the Public Library were additional hours of library service, access to grade appropriate computer programs, and additional library resources to support more challenging projects. The survey also indicated that approximately 73% of the students in the School District have Internet access through home computers. There are 27% of the students who currently have no computer or Internet access for homework.

Computer Center Educational Uses

An afterschool Computer Resource Center will provide Internet access and online resources for students doing homework after school. Library and School District staffs will jointly develop plans for Internet research based instruction units to meet targeted school district needs. Fourth and fifth grade research projects which support State Standards for Language arts and Social

JOINT USE AGREEMENT

Science, mission and state reports, GATE projects, History Day, Language Arts Day, Odyssey of the Mind activities, and AP research papers will be targeted. This program will be coordinated between the School District Library Coordinator and the Murrieta Library Director and will support the targeted classes. The list of available units will be introduced at teachers' meetings and in School District newsletters. Links between the School District website and the Public Library website will be created.

Research assistants will be available to help students with online searches during class visits to the public library, and will be recruited as volunteers under the Murrieta Public Library umbrella from schools and other public venues. Research assistants will receive training and be assigned a schedule of their time for assisting classes. The Murrieta Public Library staff will provide instruction, supervision and coordination.

"Assignment Link," another cooperative project between the District and the Public Library, allows students and parents to use the Library's computers to get homework information through the Internet. Every school in the District and many teachers have their own websites. These will be linked to the Public Library computers and made available to parents or caregivers in an effort to provide access to families without computers or online access at their home. Many teachers post homework on their websites, and this information will be available to students doing homework in the Public Library, and to their parents. Research Assistants will be available to help both students and parents access this service. Assignment Link flyers will provide parents and caregivers with guidance to locate homework assignments.

To initiate these programs, packets developed jointly by Library and School District staff will be distributed at teachers' meetings to encourage school visits. Additional classes will be available to the public in the evening hours, focusing on the targeted technology skills and open to parents, teachers, and students this service was requested by residents as part of the development of the Needs Assessment. Teachers will have the opportunity to schedule a time to bring their students to the Murrieta Public Library for instruction and assistance in specific class projects. Curriculum guides, provided by the school district, will be available for the teacher and parent reference.

Resources

Placing links on computers in school libraries so that students using these for reference or research will know what additional resources are available in the Public Library holdings. Interlibrary loan between the school district and the public library will be provided at the teacher's request through the regular school courier service, so that materials for specific projects can be made available to students in addition to the materials they access during classroom library visits.

In addition, plans are in place for a Virtual Library mutual resource sharing to link to the Public Library E-Book collection. The School District will provide links for non-fiction E-Book sources to complement the Public Library resources.

Textbooks provided by the school district will also be available in the Public Library for student homework. Copies of District Core Literature titles also will be included in the Public Library reference area for student use.

General reference materials and online reference programs will be maintained and made available in the Computer/Resource Center. The collection will include print and non-print

JOINT USE AGREEMENT

encyclopedias, dictionaries, computer user manuals and other appropriate materials.

This service will change as the educational needs of the community change. The instruction will evolve from basic Internet reference searches to more formal career and college bound search techniques as the community matures and dynamics change in the school district.

3. The Library hours of service for the public.

Day	Open	Close	Total Hours per Day
Monday	10:00 am	8:00 pm	10
Tuesday	10:00 am	8:00 pm	10
Wednesday	10:00 am	8:00 pm	10
Thursday	10:00 am	8:00 pm	10
Friday	10:00 am	5:00 pm	7
Saturday	10:00 am	5:00 pm	7
Sunday	Closed	Closed	0
Total Hours per Week			54

The hours above will be available to the general public, including adults and children. Students will be able to access staff assistance and library resources during non-school days and hours at these times.

The Library hours of service for class visits:

Day	Mornings	Afternoons	Total Hours per Day
Monday	9:45 to 11:15 am	1:15 to 2:45 pm	4
Tuesday	9:45 to 11:15 am	1:15 to 2:45 pm	4
Wednesday	9:45 to 11:15 am	1:15 to 2:45 pm	4
Thursday	9:45 to 11:15 am	1:15 to 2:45 pm	4
Friday	No Student Services	No Student Services	0
Saturday	No Student Services	No Student Services	0
Sunday	No Student Services	No Student Services	0
Total Hours per Week			16

The above hours will be reserved for class visits for computer research instruction during the traditional school year. Service hours for student classes will be in 45-minute increments. The Center will be open up to one hour prior to library daily closings, for students and public users alike. This can be revised as class start times change at the School District level.

4. The number and classifications of Library and School District staff members.

Staffing:

Classification	# of Staff	F/T	P/T	FTE Total
City Librarian	1	1	0	1.0
Senior Librarian	1	1	0	1.0
Adult Librarian	1	1	0	1.0
Children's Librarian	1	1	0	1.0

JOINT USE AGREEMENT

Office Specialist	1	1	0	1.0
Info Systems Tech I	1	1	0	1.0
Secretary	1	1	0	1.0
Paraprofessional	1	0	1	0.5
Library Assistant	5	2	3	3.5
Library Clerks	22	16	8	20
Library Pages	8	0	8	2.5
School Librarian	2	2	0	2.0
Teachers	596	596	0	596
Total Staffing	664	623	20	631.5

5. The use of volunteers.

The volunteer structure will include one non-paid Volunteer Coordinator, and one Lead Volunteer for each service assistance program developed and implemented.

Computer assistant volunteers will go through a training program to be available in the Computer Center. Lesson plans to provide online research strategies and curricular units to support specific classes such as GATE, AP, Careers, and 4th and 5th grade research projects will be developed jointly by Library and District staff. Volunteers are available to assist in the center under the direction of a Murrieta Public Library staff member.

6. Identification of the location of the proposed Joint Use Project.

The location of the proposed Joint Use Project is identified as part of a 36-acre parcel of land purchased for development as the City of Murrieta's new "Town Square". This site will become the City's civic and community hub, reflecting the history and spirit of Murrieta and its citizens. The Town Square will incorporate such facilities as the Murrieta Police Department, the Murrieta City Hall, mixed-use buildings, and a new Public Library.

The Library will be located on Tentative Parcel Map No.29924, Parcels 7 and 8 south of Kalmia Street and north of Juniper Street (see attached parcel map). The address is 24750 Adams Avenue.

7. Ownership of the site, facility, furnishings, equipment and library materials.

The actual site was purchased with City funds. The building of the facility and purchase of furnishings and equipment will be the sole responsibility of the City. Library materials will be augmented with appropriate materials for school assignments provided by the School District and general reference materials will be purchased with City funds. The District will purchase textbooks for homework use in the public library.

8. All sources and uses of funding.

The sources of funding include:

- Property tax, fines, fees.
- Funding from State Library (Public Library Fund, direct loan funds, Inter-Library loan).
- Passport processing fees.
- Trust Fund, created by the Friends of the Murrieta Public Library for collection

JOINT USE AGREEMENT

development and material purchases.

- State Instructional Funds
- Lottery Funds for textbooks
- District General Fund

Curriculum related materials, including textbooks, supplied by the School District. Teachers will participate in curriculum and program development, classroom instruction, and assist with Internet reference and class research projects at the Murrieta Public Library.

9. Responsibility for facility operation, maintenance, and management.

Facility operation, maintenance and management will be the sole responsibility of the City of Murrieta.

10. Review and modification process for the conditions of the agreement.

In addition, changes and amendments to this Agreement shall be handled as follows:

On an annual basis, the Joint Library-School commission will meet to review the needs of students K-12 and the content of the joint services to be provided as per this Joint Use Agreement. At this time, the commission will make recommendations for any proposed changes, and if necessary, obtain additional input from school or community members. Final changes will be approved for inclusion in a new Joint Use Agreement.

Outside of this annual meeting, either party may request changes in the scope of services. Any mutually agreed upon changes shall be effective when incorporated in written amendments to this Agreement.

The party desiring the revision shall request amendments to the terms and conditions of this Agreement in writing. Any adjustment to this Agreement shall be effective only upon the parties' mutual agreement in writing.

No verbal agreements or conversations prior to execution of this Agreement or requested Amendment shall affect or modify any of the terms or conditions of this Agreement unless reduced to writing according to the applicable provisions of this Agreement.

Disputes

If either party defaults in its performance, the aggrieved party shall promptly notify the defaulting party in writing. Any dispute shall be first addressed at an administrative level between the parties. If a successful resolution cannot be obtained at the administrative level, the dispute shall be forwarded to the governing body of each party for final resolution.

11. Field Act applicability to the project:

a. This project will not be subject to the Field Act.

b Rationale: The Computer Resource Center has twenty (20) workstations, which is less than the twenty-four (24) requirement to be subject to the Field Act and instruction is not a required District educational activity.

JOINT USE AGREEMENT

12. A 20-year commitment to providing Joint Use library services consistent with the cooperative agreement.

This Joint Use Agreement requires a 20-year commitment to provide library services consistent with its intent. The City of Murrieta and the Murrieta Valley Unified School District are committed to the long-term success of the terms and conditions as outlined herein. More importantly, both parties recognize the importance of the program to students in the community and are committed to providing the best possible program. To that end, both parties pledge their support to ensuring that the program continues to grow and change to meet the needs of these students.

13. Acknowledgement and incorporation of Education Code section 19999 and Section (e) (3) (G) of these regulations, which requires the provision of public library, direct services for 40 years.

The signers of the agreement acknowledge and incorporate Education Code Section 19999 and Section 20440(e)(G) of these regulations, which require the provision of public library direct service for 40 years.

CITY OF MURRIETA

Richard D. Ostling, Mayor

Attest:

A. Kay Vinson, MMC
City Clerk

MURRIETA VALLEY UNIFIED SCHOOL DISTRICT

Dr. Chet Francisco, Superintendent